



COMDTINST 1500.15E

COMMANDANT INSTRUCTION 1500.15E

FEB 16 1996

**Subj: U.S. COAST GUARD CHIEF PETTY OFFICERS AND DEPARTMENT OF  
DEFENSE SENIOR ENLISTED ACADEMIES**

- (a) Enlisted Qualification Code Manual, COMDTINST M1414.9A
- (b) Training and Education Manual, COMDTINST M1500.10B
- (c) Personnel Manual, COMDTINST M1000.6A

1. PURPOSE. This Instruction outlines the procedures for Chief Petty Officers (E-7 through E-9) to apply to attend the Chief Petty Officers (CPO) Academy at Coast Guard Training Center Petaluma, California, duration six weeks; the U.S. Air Force Senior Noncommissioned Officers Academy (E-8 and E-9) at Gunter Air Force Base, Montgomery, Alabama, duration seven weeks; the U.S. Navy Senior Enlisted Academy (E-8 and E-9) at Naval Education and Training Command Newport, Rhode Island, duration nine weeks; and the U.S. Army Sergeants Major Academy (E-8 and E-9) at Fort Bliss, Texas, duration 36 weeks (Permanent Change of Station). Commandant (G-HLD) and Commandant-designated Command Enlisted Advisors (CEA) have all senior enlisted academies curriculum outlines and additional information. **Applicants should list which academies they are applying to in their application letter.**
2. ACTION. Area and District Commanders, Commanders of Maintenance and Logistics commands, Commanding Officers and Chiefs of Offices/Directors shall ensure compliance with the provisions of this notice.

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3. DIRECTIVES AFFECTED. Commandant Instructions 1500.15D, 1500.16B, and 1500.22 are hereby cancelled. The next change to reference (b) will incorporate policy and information promulgated by this Commandant instruction.
4. DISCUSSION.
  - a. The Chief Petty Officers (CPO) Academy and DoD Senior Enlisted Academies are the premier leadership and management training programs available to enlisted personnel in pay grades E-7 through E-9. They provide Coast Guard Chief Petty Officers, regular and reserve, with a thorough understanding of their role as leaders, managers, advisors, and educators as directed by Public Law 85-422 of 1958.
  - b. Public Law 85-422 serves as a foundation for developing the CPO Academy curriculum which is divided into four major skill areas:  
(1) HUMAN, (2) CONCEPTUAL, (3) PERSONAL DEVELOPMENT, and (4) TECHNICAL. Students learn wellness, human resource management, oral and written communications, career information, human relations, military customs and courtesies, training and education, military studies and Work-Life partnership. A wide array of prominent guest lecturers presents topical information affecting the chief petty officer's professional role.
  - c. Normally, each CPO Academy class consists of 32 students. One Coast Guard Senior or Master Chief Petty Officer attend U.S. Navy and U.S. Air Force senior enlisted academies, which are offered four times a year, and two attend the U.S. Army Sergeants Major Academy offered once a year.
  - d. Successfully completing one of these senior enlisted academies is a prerequisite for individuals seeking assignment as Commandant-designated Command Enlisted Advisors (CEA), Career Information Specialists (CIS), the CPO Academy staff, and Assistant Gender/Ethnic Policy Advisors.
  - e. Successfully completing the CPO Academy or other DoD senior enlisted academies is a requirement to participate in the active duty E-9 servicewide examination. CPO's must complete this requirement before the servicewide eligibility deadline date. Senior Chiefs otherwise eligible for advancement attending the U.S. Army Sergeants Major Academy on the servicewide eligibility deadline date may participate in the E-9 servicewide competition (due to course length).

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However, advancement depends on successfully completing the course.

- f. Since most reservists' availability to attend a six-week course of instruction may be restricted, the CPO Academy has developed a reserve course. Using the same criteria as the six-week course, the CPO Academy (Reserve Course) combines a nonresident correspondence program with a two-week residence phase. Selection to the CPO Academy (Reserve Course) is based on the same "best qualified" basis as the regular course. ONLY reservists can use this program as an alternative to attending the six-week resident program.
  - g. Successfully completing the CPO Academy or CPO Academy (Reserve Course) is a requirement for reservists to compete in the E-9 Reserve Servicewide Examination. Reservist must meet this requirement before the servicewide eligibility deadline date. Reservists applying for either course follow the application procedures and guidelines in this instruction.
  - h. CPO Academy and DoD senior enlisted academy graduates' assigned qualification codes are:
    - (1) CPO Academy: "JR"
    - (2) USAF senior enlisted academy: "JS"
    - (3) US Army Sergeants Major Academy: "JT"
    - (4) USN senior enlisted academy: "JU"
5. POLICY AND PROCEDURES.
- a. Selectees must demonstrate Coast Guard Core Values. Members with non-judicial punishment (NJP), letters of reprimand, criminal conviction, on performance probation, or who have received an unsatisfactory conduct mark on their last performance evaluation are not eligible to apply for at least three years from the date of the action.
  - b. Individuals appearing above the cutoff on the warrant officer eligibility list who have applied to attend the CPO/DoD Academies may not attend unless they initiate action to remove their names from the warrant officer eligibility list. Individuals who accept appointment to warrant officer or officer candidate school are ineligible to attend the CPO Academy.
  - c. All members must meet a two-year obligated service requirement on completing the course.

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- d. Submit applications in letter form (Coast Guard standard work station) through the chain of command. Due to non-logistical support at some reserve units, reserve applicants can complete the application on any typewriter. Enclosure (1) provides a sample application letter. Applications must include this information:
- (1) A statement stating which academy or academies you want to attend, why you want to attend, what benefit you expect, and what contribution the Coast Guard will receive from the investment. Tell the panel why it should select you to attend.
  - (2) Briefly summarize your military career, including dates assigned (month/year), any collateral duties performed, and whether collateral duties were assigned or voluntary.
  - (3) Scope of responsibility in your present position.
  - (4) Date reported to current unit and expected rotation.
  - (5) Active duty base date.
  - (6) A statement indicating you understand you remain on active duty for two years on course completion and your availability for worldwide assignment.
  - (7) Advancement record (rate and dates) and whether you participated in last servicewide and/or chief warrant officer selection process.
  - (8) Training and Education. Do not include rating specific training (e.g., "A" & "C" schools) that correlates with your individual rating. If applicable, include non-traditional and traditional training or education programs (e.g., college, trade schools, DANTES programs).  
  
State whether you presently are working on any formal educational, degree or certificate program. Specify progress or estimated completion date (include a copy of all transcripts).
  - (9) List personal and team awards only and provide copies of citations.
  - (10) List your participation in associations, boards, clubs, community activities, fraternal orders, etc. Indicate any leadership or elected position (such as

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president, secretary, chairperson, etc.) you may have held.

- (11) Wellness activities, hobbies, and other interests.
  - (12) Additional information you believe will enhance your chances for selection.
  - (13) Prioritize preferred time of year (spring/summer/fall/winter) to attend. Coordinate with unit's mission and personal desires.
- e. Individuals having difficulty completing their application or understanding the application process can contact their Commandant-designated CEA for help in locating an appropriate mentor.
  - f. The Commanding Officer must ensure an individual recommended for selection is qualified and capable of completing the CPO/DoD Senior Enlisted Academies. Each selection panel carefully weighs the command's endorsement, because each graduate will be challenged with additional responsibilities, either in their current paygrade or the next higher paygrade, and that the applicant's completing the senior enlisted academies must be in the service's best interest.

The Commanding Officer's endorsement is the ONLY required endorsement and shall specifically address:

- (1) Specific time of the year when member's absence would impair unit mission.
- (2) Performance and potential in leadership positions (current and future) in addition to overall performance.
- (3) Military bearing and appearance.
- (4) Depth of professional knowledge.
- (5) Ability to demonstrate sound judgment.
- (6) Ability to work in a team and in the chief's mess.
- (7) A statement that the member meets the required weight standard as outlined in the current COMDTINST 1020.8 (series).

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The member's commanding officer must sign the application letter endorsement. Command endorsements which do not address the listed above items are inappropriate. Strong endorsements based on the member's performance and future potential as a senior enlisted member are critical for the individual's selection.

Individuals recommended to attend the CPO/DoD Academies must be superior in:

- (1) Leadership.
- (2) Human Resource Management.
- (3) Technical Abilities.

They must qualify professionally to fill any Chief Petty Officer billet.

- g. Submit applications (regular and reserve) to Commandant (G-HLD) by 1 October. Each member must submit their application on time. Commandant designated CEA's will receive a quarterly list of CPO Academy applications. All non-selected applicants, will be required to resubmit a new application.
- h. Annually, Commander, Coast Guard Personnel Command (CGPC) convenes a selection panel to select candidates to fill available seats for all CPO Academy and DoD Senior Enlisted Academy classes. The panel includes Master Chief Petty Officers who have successfully completed one of the senior enlisted academies.

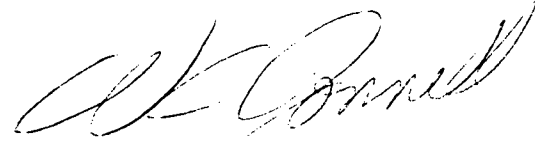
CGPC issues a precept to guide the panel in selecting "best qualified" candidates. After the panel an ALCGENL message officially notifies selected applicants.

The selection panel will rank order the rest of the candidates. If selected applicants decline to attend, remaining candidates will receive orders to attend based on this ranking.

- i. CGPC will release the panel members names and units. Panel members possess and can share valuable information about the general selection process and its fairness and equity. However, by Coast Guard policy, panel members cannot disclose their proceedings, including deliberations and selection criteria, to any person who was not a member of the panel.
- j. Individuals who are selected or receive orders to attend the CPO Academy or DoD senior enlisted academies and

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decline to go must wait three years from that date before they are eligible to compete for selection again. (G-HLD) evaluates operational and personal emergency cases individually. (i.e. selected applicant declines to attend the 15 January 1996 class. Eligibility to reapply is three years from that date.



W. S. DONNELL

Chief, Human Resources Directorate

Encl: (1) Sample application letter





EXAMPLE APPLICATION LETTER

(Note: prepare letter in 12 point courier print)

(SSIC) 1500  
DATE

From: BMC John R. Doe 123 45 6789, USCG  
To: Commandant (G-HLD)  
Via: Commanding Officer, Coast Guard Group Ft. Macon

Subj: APPLICATION TO CHIEF PETTY OFFICERS ACADEMY

Ref: (a) Commandant Instruction 1500.15E

1. I am providing this information as reference (a) directs.

a. I request attendance at (LIST ALL ACADEMIES YOU ARE REQUESTING). My reason to attend is (LIST WHY YOU SHOULD ATTEND, WHAT IS THE BENEFIT YOU'RE EXPECTING, AND WHAT CONTRIBUTION WILL THE COAST GUARD RECEIVE ON ITS INVESTMENT).

b. Summary of military career:

(1)	Jul 81 - Sep 81	Cape May Training Center
(2)	Oct 81 - Apr 83	Base San Juan PR
(3)	Apr 83 - Apr 86	CGC COURAGEOUS (WMEC 622)
(4)	May 86 - May 89	CGC POINT WARDE (WLB 82368)
(5)	May 89 - May 93	CG MSO St. Louis
(6)	Jun 93 - Jan 96	CGC SUMAC (WLR 311)
(7)	Jan 96 - Present	Group Ft. Macon

Collateral duty - Group CEA/GRU Ft. Macon

c. Scope of Responsibility: I am assigned as the "assistant operations officer" at Group Ft Macon. In this position I supervise 8 Petty Officers. I also manage the government vehicles assigned to the Group.

d. Date reported/expected rotation date: Jan 96/Jan 2000

e. Active Duty Base Date: July 15 1981

f. I understand I am obligated to remain on active duty for two years on completing the course and am available for world-wide assignment.

g. Advancement record:

(1)	BM3 - Apr 83
(2)	BM2 - Jan 85

Encl. (1) to COMDTINST 1500.15E

- (3) BM1 - Sep 87
- (4) BMC - Oct 91

Participated in May 1995 SWE for BMCS. I have not participated in the Warrant Officer program. My standing on the BMCS list is 3 out of 67.

h. Training and Education (Military and Civilian)

- (1) Graduated LaSalle High School, Jamestown, OH 1979
- (2) Graduated Southeastern Community College  
Associate of Arts Degree - Liberal Studies 1981
- (3) Currently working on a Baccalaureate Degree at  
Regents College - 98 credit hours. Plan to graduate  
in two years.
- (4) Suicide Awareness Course
- (5) Family Advocacy Representative
- (6) DEOMI - Senior NCO Course
- (7) SPOLAM - Petaluma, CA 1988
- (8) Qualified Officer in Charge Review Board - 1990

i. Medals and Awards:

- (1) CG Commendation Medal with "O" device
- (2) Commandant's Letter of Commendation ribbon
- (3) Meritorious Team Commendation ribbon
- (4) CG Good Conduct Award with three bronze stars
- (5) Outstanding Military Volunteer Service medal

j. Community activities, clubs, and organizations:

- (1) Member, St. Thomas Catholic Church - Atlantic  
Beach, NC - chairman, youth activities committee
- (2) Boy Scout Troop 1796, assistant troop leader
- (3) Secretary, CPOA Chapter, Ft. Macon (1996)
- (4) CCTI Chairman, Ft. Macon Area Chiefs Mess (1996)

k. Wellness Activities/Hobbies/Interests:

- (1) Flyfishing
- (2) Softball
- (3) Collecting baseball cards
- (4) Spending quality time with family
- (5) Run 3 miles twice a week

1. Additional Information:

- (1) I plan to remain on active duty as long as I'm contributing to the goals and missions of the Coast Guard. A personal goal is to become an Officer in Charge Afloat or Ashore.

Upon completing my Bachelor's degree in business management, I plan to obtain a Master's degree. If not promoted during this advancement cycle, I plan to sit again for the E-8 servicewide exam.

m. Prioritize preferred time of year (spring/summer/fall/winter) for attendance (coordinate with unit's mission and personal desires).

J. R. DOE

Encl: (1) Copies of award citations





U.S. Department  
of Transportation

**United States  
Coast Guard**

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Washington, D.C. 20593

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Penalty for Private Use \$300